Online Requests for Appropriation

Instructions

Follow these steps to submit a Request for Appropriations (RFA) using our new online tool. You can also use this tool to track the progress of previous requests. RFAs are due by noon on the 11th day of General Session.

1. Go to le.utah.gov/lego and sign-in with your network username and password.

2. On the resulting page, click “Request for Appropriation” from your menu.
3. Choose your name from the “Enter For” drop-down. A list of your current requests will appear. If you have not yet requested an item, the words “none found” will appear. Click “New Request”.

4. Complete all fields that appear on the next screen and click the “Submit Request” button. **IMPORTANT:** Before exiting, please assure that your new request appears on your list of appropriations requests. If it does not, an error has occurred and the RFA has not been submitted. Contact LFA.

As alternatives, please feel free to use the RFA paper form; call Greta, Debbie, or Sally at 801-538-1034; email grodebush@le.utah.gov, dbenson@le.utah.gov, or stthompson@le.utah.gov; or contact anyone on LFA staff for assistance.